

How to Submit Increment Files

QUICK REFERENCE GUIDE

How to Submit Increment Files on Personnel Website

If you need to submit an Increment File for the Personnel Cabinet, please go to our website <http://personnel.ky.gov>

On the blue menu bar, Select 'HR Administrators'



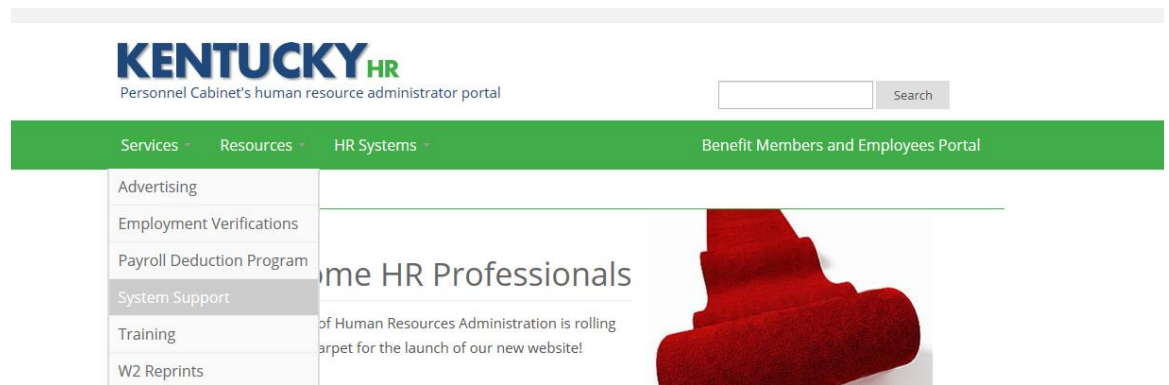
Wellness Benefits

Take advantage of your wellness benefits and start LivingWell!



Wellness Website

On the green menu bar, Select 'Services', and then Select 'System Support' from the dropdown list.



Scroll to bottom of page below the calendar and click 'Request Support' below the green Business Request box.

16	17	18	19	20	21	22
				4:00 pm - 8:00 pm KHRIS Pre-Payroll	12:00 pm - 1:00 pm KHRIS Final Payroll	
23	24	25	26	27	28	29
8:00 am - 2:00 pm KHRIS County Fee	4:00 pm - 7:00 pm KHRIS County Fee					

Request Help
 Need assistance or something not working?
[Send Report](#)

Business Request
 HR Professionals request business support here. [Replaces HelpDesk]
[Request Support](#)

Request a Change
 HR Executives can request a system change here. [Replaces KCR]
[Request System Change](#)

Request User Access
 Authorized Security Contacts (ASCs) can request access for your users here. [Replaces HelpDesk]
[Request Access](#)

This will take you to a series of questions to determine how we can assist you with your Business Request. Take time to fill out all the fields with accurate information.

Click drop down under (For which agency do you need assistance) and select your agency.

For which agency do you need assistance?

Select Answer...

51-XXX__ EDUCATION AND WORKFORCE DEVELOPMENT CABINET

51-540__ DEPT OF EDUCATION

53-XXX__ CABINET FOR HEALTH AND FAMILY SERVICES

54-500__ JPSC-OFFICE OF THE SECRETARY

54-515__ JPSC-DEPT FOR PUBLIC ADVOCACY

54-520__ JPSC-KY STATE POLICE

54-523__ JPSC-DEPT OF JUVENILE JUSTICE

54-525__ JPSC-DEPT OF CRIMINAL JUSTICE TRAINING

54-527__ JPSC-DEPT OF CORRECTIONS

55-XXX__ PERSONNEL CABINET

56-XXX__ LABOR CABINET

57-XXX__ ENVIRONMENTAL PROTECTION CABINET

58-XXX__ PUBLIC PROTECTION CABINET

Select Answer...

Enter your email address in next box.

Email address at which you want to be contacted?

Enter your business responsibility in next box.



What is your business responsibility?

Select Answer... ▼

- Select Answer...
- Agency HR Liaison
- Financial Reporting
- Human Resource Administrator
- Insurance Coordinator
- Performance Evaluation Liaison
- Time Administrator
- Time Keeper
- Time Reporting
- Other

Enter Payroll in next box from drop down.

I need support with

Select Answer... ▼

- Select Answer...
- Accounting/Templates
- Classification
- Compensation
- Organizational Management
- Payroll
- Performance Management
- Personnel Administration
- Reports Ad hoc
- Reports Wage Type
- Time Management
- Other

Select Increment Load sheet in next drop down.

I need Payroll or Time Management support with

Select Answer... ▼

Select Answer...

Incorrect Pay

Increment Load Sheet

Infotype Maintenance

Payroll Report(s)

Retirement

Retro Date Reset

Tax or Tax Setup

Time Entry

Time Management Report(s)

W2 or W2C

Wage Type(s)

Other

Enter a short explanation into box and then browse for the file you are sending back. Currently only 1 file can be uploaded at a time, so if you have Annual and Non-Merit you would have to submit separately. Then click submit .

In an effort to expedite a resolution to your request, please provide as much detail as possible in your support request description below. You may provide attachments by selecting the Browse button below and selecting your file. It will upload upon clicking the Submit Issue button when you are finished.

Please Process Cabinet 55's June Increment files

C:\increments\55 Annual and Prom Increments June 2013.xlsx

Browse...

Submit

You will receive a confirmation message back on your screen.



You have successfully submitted your Business Support Request.

You ticket number is 388

To return to the Support Portal [CLICK HERE](#), choose from the menus above or simply close your browser.

Regards,
Your Personnel Cabinet Support Team

This TFS ticket number is the number that will be used to reference your request.
